

VOID RECEIPT LOG

Date	Case #	Amount	Cashier	Explanation*	Supervisor

Supervisor is required to understand why the void receipt/transaction reversal is necessary and enter the explanation: (If a receipt is re-entered also provide the re-entered receipt number)

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| <ul style="list-style-type: none"> • Entered Twice in Error • Entered on Wrong Case • Entered Wrong Amount • Re- entered receipt number | <ul style="list-style-type: none"> • Entered as cash, should have been check • Entered as check, should have been cash • Payment needs to be applied to trust • Payment needs to be applied to revenue |
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- Receipt will not be re-entered